

## Using your individual government travel card

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**RANDOLPH AFB, TEXAS** — As many people increase their personal credit card use during the holidays, they can also use this season to become familiar with the opportunities and responsibilities available while carrying the individual government travel card.

The Nations Bank or Bank of America Visa card has proven to be a great benefit for members on temporary duty assignments. The card allows holders access to automated teller machines. Additionally, most travel expenses, such as lodging, rental cars, airline tickets and meals, can be paid using the card.

Along with these benefits are responsibilities for proper use of the travel card. The card can only be used for official travel expenses, not for personal expenditures, and delinquent accounts may be identified to unit commanders for appropriate action.

Misuse of the travel card is punishable under the Uniform Code of Military Justice, so take the time to become familiar with some of the more common abuses:

— Using the government travel card when not on official TDY assignment. The card is designed for use only when performing official duty on a TDY assignment.

— Improperly using the card while on a TDY assignment. The card cannot be used to purchase personal items unrelated to the assignment.

— Failing to pay the balance on the due date. The card balance must be paid in full upon receipt of the monthly statement.

The government travel card can simplify prompt TDY payments by allowing the money to be disbursed directly to the account, including interim settlements. Additionally, the card gives holders the opportunity to pay for expenses incurred while on a TDY assignment without having to carry a large amount of cash.

The card is an excellent tool for the government traveler, and it can be extremely useful when members adhere to the basic responsibilities of not misusing or abusing it. @